



Trans-Lake Washington Project

Draft Committee Charters – Executive Committee, Advisory Committee, Technical Steering Committee

*To be discussed at May 31 Joint
Executive and Technical Steering
Committee Meeting*

The Trans-Lake Washington project is beginning environmental review on a set of solutions for improving mobility across and around Lake Washington. Solutions recommended by the Trans-Lake Washington Study Committee last year are being further developed and evaluated through an environmental impact statement (EIS). Lead agencies for the EIS are WSDOT, Sound Transit, and the Federal Highway Administration and Federal Transit Administration.

The lead agencies have adopted a leadership model that includes three committees to help guide implementation of the project and the decisions that will have to be made at key milestones. Figure 1, attached, outlines the major steps and milestones in the project. The charters of each committee are as follows:

Executive Committee – *Elected officials and agency heads capable of committing their jurisdictions and/or agencies to project recommendations.* Role is to recommend alternatives and a preferred solution to lead agencies, using input from other committees and the public. Final project selection decisions will be made by WSDOT management, Washington State Transportation Commission, Sound Transit Board, and FHWA and FTA. Responsible for overseeing outreach to the public. Expectations include:

- Attending or being represented at all Executive Committee meetings between approximately May 2000 and fall of 2001.
- Representing jurisdictions or agencies in reaching regional consensus on the EIS approach, including project purpose and need, alternatives to be evaluated in the EIS, and a preferred alternative. Confirming decisions with originating organizations (city or county councils or executives, agency management structures, etc.) as appropriate to ensure enduring recommendations.
- Identifying issues vital to the project, and ensuring opportunities for broad and meaningful public involvement in the project.
- Helping to resolve conflicts between governments and agencies.
- Presenting recommendations to WSDOT, the Washington State Transportation Commission, and the Sound Transit Board for implementation, and supporting that implementation.

The Executive Committee format will encourage discussion of issues and options, and document conclusions. The Committee may select a chair to lead the process and conduct regularly scheduled meetings, as well as a vice chair. The project team will provide facilitation and technical support. Where possible, the Executive Committee will be asked to reach consensus on its conclusions. Summary positions may be described in committee reports, with differences in outcome clearly noted and explained. The Committee may choose to form subcommittees to address discrete topics that elude agreement, asking the subcommittee to work on the issue and bring back a recommendation. Where substantial agreement is not possible, the committee may choose to vote, requiring a majority of 50 percent to signify acceptance of a motion, and a majority of 75% to obtain concurrence at key project decision points. The committee has the option of communicating agreements when determined by members to be appropriate. Interaction with and input from the other two committees (Advisory and Technical Steering) will take place throughout the project, and no major project decisions will be made without those committees being afforded an opportunity to comment beforehand.

Advisory Committee – *Representatives from neighborhoods, business interests, and transportation advocacy groups with interests in the Trans-Lake project area.* Role is to advise Executive Committee and Technical Steering Committee about the issues and concerns of their constituencies, to review project information and provide input on alternatives and the preferred alternative, including input on mitigation and enhancement, and to provide advice on effective public involvement in the project. Expectations include:

- Attending or being represented at all Advisory Committee meetings between approximately July 2000 and fall of 2001.
- Reviewing project information and identifying issues and perspectives representative of their constituencies, and working with other committee members to develop recommendations to the Executive and Technical Steering Committees relating to project purpose and need, alternatives to be evaluated, and a preferred alternative.
- Communicating with constituent groups to report on project activities, and to confirm positions being taken in Advisory Committee meetings.
- Interacting with Executive and Steering Committees as appropriate through joint meetings or other communication methods.
- Helping build a regional consensus on a preferred alternative for the Trans-Lake corridor.

The Advisory Committee will meet generally monthly, will be facilitated, and will receive technical and program support from the project team. Committee discussions will be focused on specific agendas based on Executive and Technical Steering Committee processes, and input will be documented and provided to those committees. The Advisory Committee will strive to reach consensus on recommendations. If

agreement is not possible, the level of agreement and issues that are unresolved will be documented fully and represented faithfully to the other committees.

Technical Steering Committee -- *Appointed representatives from the jurisdictions, tribes with jurisdiction, and agencies represented on the Executive Committee, and other resource agencies with regulatory or approval roles in the project.* Role is to guide and review the technical progress of the EIS and represent members' jurisdictions and agencies in achieving agreement at formal concurrence points established during scoping. Committee will propose actions and make technical recommendations to the Executive Committee. Expectations include:

- Attending or being represented at all Technical Steering Committee meetings between approximately May 2000 and fall of 2001.
- Reviewing project information and identifying issues and perspectives representative of their organizations, and working with other committee members to develop recommendations to the Executive and Advisory Committees relating to project purpose and need, alternatives to be evaluated, and a preferred alternative that will receive concurrence by resource agencies at key project decision points, to be established during scoping. Briefing Executive Committee as needed to support timely and accurate decisions.
- Communicating with sponsoring organizations to report on project activities, and to confirm positions being taken in Technical Steering Committee meetings.
- Facilitating concurrence of sponsoring organizations at key project decision points.
- Interacting with Executive and Advisory Committees as appropriate through joint meetings or other communication methods.
- Helping build a technical consensus on a preferred alternative for the Trans-Lake corridor, and supporting budget and schedule objectives of the project.

The Technical Steering Committee will attempt to reach agreements on its recommendations through consensus. Where agreement is not possible, level of support and dissenting positions will be documented and described. For formal concurrence points to be identified, agreement will be sought from all Technical Steering Committee members, and required for representatives of resource agencies with regulatory or approval roles in the project. The committee will meet approximately monthly, will be staffed by the project team (WSDOT, Sound Transit, and consultants), and will receive all needed information from the project team in a timely manner. Meeting agendas, schedules, and supporting information will be determined in consultation with the committee.